



DISA Screen Adjudication User Guide

Adjudication

If your account is configured for the adjudication process in the legacy system, the orders will be processed through DISAScreen's adjudication workflow.

General Flow

As each search completes, they will be pre-adjudicated by DISAScreen (Tier 1 or Tier 2) automatically. Once all search grades are assigned an overall Final Order grade will be assigned to the report.

- DISAScreen will assign a tier/grade to each search in an order.
 - Tier 1 if clear {no records}
 - Tier 2 if any discrepancy is found {records found}

Search ID	Search Type	Name Searched	Results	Adjudicate	Completed Date
23734653	County Criminal - CARVER, MN	Pretend, Pam Jane	Record	Tier 2	3/11/2025 2:55 PM
23734714	County Criminal - CARVER, MN	TruthTest, Pam	No Reportable Record	Tier 1	3/11/2025 2:55 PM
23734654	National Database - National	Pretend, Pam Jane	No Reportable Record	Tier 1	3/11/2025 2:54 PM

- Once all searches are assigned a grade, the system will set the Final Report grade (Tier 1 if all searches are clear or Tier 2 if any discrepancies are found).
 - Note:** social security trace & address history does not go through grading in DISAScreen, as it is a database search.

Candidate: Mustang, Shelby

Candidate Info:
DOB: 01/01/XXXX
SSN: XXX-XX-0000
Address: 123 fake street
DERRY, NH 03038 US

Job
Title: Not Provided
Expected Salary: Not Provided
Position Location: Not Provided
Reference Code A: Cost Center B

Candidate Order - Completed
Order Id: 4612087
Organization: North Location
Ordered By: Demo SampleUser
Package: Employee Base Package
Created: 4/10/2025 3:22 PM
Completed: 6/3/2025 10:01 AM

Actions
[New Order for Candidate](#)
[Initiate Adverse Action](#)
[Add Search](#)
[Readjudicate Order](#)

Details

Activities

Documents

Cost

Order Complete

Order Adjudicate: Tier 2

[View Background Screen Report](#)

[View OccHealth Report](#)

Changing Order Grades

What if you need to change the order final report grade? You can do so by following the process below.

- Example 1:** Final Report grade is Tier 2. The candidate provides you, the client, with further information to explain the discrepancy. If the information provided is enough for you to want to change the order grade from Tier 2 to Tier 3 you can do so!

How to change the Final Report grade

Step 1: Click on 'Readjudicate Order', at the order level

Candidate: Mustang, Shelby

Candidate Info:
DOB: 01/01/XXXX
SSN: XXX-XX-0000
Address: 123 Main Street
DERRY, NH 03038 US

Job:
Title: Not Provided
Expected Salary: Not Provided
Position Location: Not Provided
Reference Code A: Cost Center B

Candidate Order - Completed
Order ID: 4612087
Organization: North Location
Ordered By: Demo Sample User
Package: Employee Base Package
Created: 4/10/2025 3:22 PM
Completed: 6/3/2025 10:01 AM

Actions
New Order for Candidate
Initiate Adverse Action
Add Search
Readjudicate Order

Details | **Activities** | **Documents** | **Cost**

Order Complete
Order Adjudicate: Tier 2
[View Background Screen Report](#) | [View OCH Health Report](#)

Step 2: Enter the reason for change and click 'Readjudicate'

Re-Adjudicate Order

Please review the adjudication for this order and select the groups that need readjudication. The final group(s) will be forced to readjudicate.

Group Name	Current Adjudicate	Adjudication Comment
<input checked="" type="checkbox"/> Final Report	Tier 2	Auto-set final adjudication.

Readjudication Comments
Test Note

Readjudicate

Step 3: Order will move to the Adjudication dashboard, allowing you to change the grade. Click on 'Final Report' to change the grade.

DISA Screen

You are currently impersonating Demo Sample User (KIR Demo Account). [Click here to return to your normal user experience.](#)

Adjudication Dashboard

1 REQUIRE ADJUDICATION | 0 ADJUDICATED TODAY | 0 ADJUDICATED YESTERDAY

Filters:
Organization: All | Report: Select One | Adjudicate: Select One | Reference Code: Select One

Show: 50 entries

Report	Candidate	Organization	Package	Position	Reference Codes	Adjudicate	Order Date	Adjudication Start Date
Final Report	Mustang, Shelby	North Location	Employee Base Package	Not Provided	Reference Code A: Cost Center B	Tier 2	4/10/2025 3:31 PM	6/3/2025 10:30 AM

Step 4: Assign the new tier, enter the reason, complete the order or initiate adverse & complete.

Mustang, Shelby

Report Results
Order ID: 4612087
Adjudicated: Tier 2
Status: Grading Review
Created: 4/10/2025 3:22 PM
Completed: 6/3/2025 10:01 AM

Candidate Information
Date of Birth: 01/01/XXXX
SSN: XXX-XX-0000
Address: 123 Main Street
DERRY, NH 03038 US
Email: samantha.mcmahon@disa.com
Phone: (603) 555-5555

Report Information
Client: KIR Demo Account
Organization: North Location
Package: Employee Base Package
Submitted By: Demo Sample User
Reference Code A: Cost Center B

Report Summary
Show: 50 entries

Search ID	Search Type	Name Searched	Results	Adjudicate	Completed Date
24493074	County Criminal - ROCKINGHAM, NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 1:12 PM
24493075	County Criminal - MERRIMACK, NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 1:07 PM
24493076	Federal Statewide - NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 3:28 PM
24493076	Statewide Criminal - NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 1:18 PM
24493077	S Panel (Unltd) - Labcorp - PE	Mustang, Shelby	Positive	Tier 2	6/3/2025 10:01 AM

Showing 1 to 5 of 5 entries

Final Report Requires Adjudication

Please review the current adjudicated results of this order and set your own adjudicate.

Group Name	Adjudicate	Comments	Adjudicated By
Tier 1	Clear/No Records		
Tier 2	Any Flagged/Discrepant Order		


Assign Adjudicate And:
Complete Order
Initiate Adverse Action

Where to locate changes made.

Once you change the grade you will see the changes on the final report and all activities will be captured.

Final Report

Mustang, Shelby



Report Results


Order ID: #4612087

Adjudicated: Tier 2

Status: Grading Review

Created: 4/10/2025 3:22 PM

Completed: 6/3/2025 10:05 AM



Candidate Information

Date of Birth: 03/07/XXXX


SSN: XXX-XX-0000

Address: 123 fake street

DEERY, NH 03038 US

Email: samendta.mustang@disa.com

Phone: (603) 555-5555



Report Information

Client: KR Demo Account

Organization: North Location

Package: Employee Base Package

Submitted By: Demo SampleUser

Reference Code A: Cost Center B

Report Summary

Show 50 entries

Search:

Results should be reviewed.

Search ID	Search Type	Name Searched	Results	Adjudicate	Completed Date
24493074	County Criminal - ROCKINGHAM, NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 112 PM
24493057	County Criminal - MERRIMACK, NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 107 PM
24493075	Federal Statewide - NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 3:31 PM
24493076	Statewide Criminal - NH	Mustang, Shelby	No Reportable Record	Tier 1	4/10/2025 118 PM
24493077	5 Panel (Urine) - Labcorp - PE	Mustang, Shelby	Positive	Tier 2	6/3/2025 10:01 AM

Showing 1 to 5 of 5 entries

Final Report Requires Adjudication

Please review the current adjudicated results of this order and set your own adjudicate.

Group Name	Adjudicate	Comments	Adjudicated By
Tier 1	Clear/No Records		Tier 1
Tier 2	Any Flagged/Discrepant Order		

Assign Adjudicate And:

Complete Order

Submit Adverse Action

Activities

Details	Activities	Documents	Cost
Activity History			
PM	Note	Candidate	(4612087) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/134.0.0.0 Safari/537.36
Candidate submitted order. (Details: 24.218.127.40, Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/134.0.0.0 Safari/537.36).			
4/10/2025 3:27 PM	Client Note	Candidate	Order (4612087) Candidate certified that they have: No middle name No additional addresses
4/10/2025 3:27 PM	System	System	Order (4612087) Candidate Order Submitted For Review notification sent to Demo SampleUser (KRDemo@disa.com)
6/3/2025 10:01 AM	System	System	Order (4612087) Order Requires Review notification sent to Demo SampleUser (KRDemo@disa.com)
6/3/2025 10:01 AM	System	System	Order (4612087) Order Requires Review notification sent to Demo SampleUser (KRDemo@disa.com)
6/3/2025 10:30 AM	Client Note	Demo SampleUser	Order (4612087) Adjudication groups set to re-adjudicate. Comment: Test Note
6/3/2025 10:55 AM	Client Note	Demo SampleUser	Order (4612087) Final Report adjudicated Tier 1. Comments: Candidate provided additional information
6/3/2025 10:55 AM	System	System	Order (4612087) Order Requires Review notification sent to Demo SampleUser (KRDemo@disa.com)

Who can change the Final Report order grade?

Only the approved admin users / adjudicator(s) will have the ability to re-adjudicate an order, if needed.

Support

Contact our DISA Support Team with any questions you may have. Dscreen.Service@disa.com or call 877-827-4631

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